



Town of Garrett Park
PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896

Regular Meeting of Town Council
Garrett Park Town Hall
10814 Kenilworth Avenue
Garrett Park, MD 20896

Town Council Meeting: April 15, 2019

MINUTES

Call to Order – Mayor Kacky Chantry called the meeting to order at 7:33 PM. Present were Councilmembers Jane McClintock, Phil Schulp, Dan Simons, and Stephen Paczkowski. Also present were Town Manager Andrea Fox, approximately 10 Town residents including Ed Lincoln representing the Bugle, videographer Grant Peacock, and several members from Boy Scout Troop Number 463.

Mayor's Opening Remarks – Mayor Kacky announced that this Town Council meeting will test the ability to livestream meetings. Mayor Kacky informed residents that poll workers were selected for the upcoming local election, and the poll workers and election judges met.

Approval of Agenda – There was unanimous approval of the agenda.

Approval of Minutes – The March 11, 2019 Regular Meeting minutes were amended to correct and remove text under the section New Business, in the subsections Variance Hearing and Historic Preservation House Tour. The minutes were unanimously approved as amended.

Unfinished Business

- *Variance Hearing for 10702 Keswick Street* – Councilmember Paczkowski provided contextual information regarding the 10702 Keswick Street property and proposed to approve the variance on the following grounds: the alteration does not change the footprint of the existing house, which remains under the maximum for lot coverage by a main building; further, the approval of the application for relief is in harmony with the general purposes of the Code and will not be contrary to public interest. It was proposed that Council grant this variance, with the requirement that all construction be within the footprint of the main section of the main house, above and/or within the line of brick 1950s façade, from corner to corner. Resident John King asked the Land Use Advisory Committee and the Town Council to consider changing current regulations to allow residents whose homes are built nearer than the 30-foot setback to build straight up on the existing footprint. Councilmember Schulp made a motion to grant the variance, and it was seconded by Councilmember McClintock. The variance was granted unanimously.

Action

- *Introduction of Ordinance 2019-8, FY20 Capital and Operating Budgets* – Mayor Kacky and Town Manager Fox.
 - o **Tax Rates** – Council discussed the local property tax rate. The FY20 budget table includes a proposed property tax increase of \$0.0045 (less than a half

cent) by the Mayor and Town Manager. The local tax rate is currently \$0.20 per \$100 of valuation of taxed property. The Constant Yield Tax Rate (CYTR) is dropping, and Mayor Kacky and Town Manager Fox propose to raise the local tax rate to \$0.2045. Mayor Kacky described how the Constant Yield Tax Rate (CYTR) and property tax rates are set. As property values go up, the CYTR goes down. If the gap between the revenue earned in the current fiscal year and the revenue projected for the assessed value in the next year differ by more than \$25,000, a public hearing is required to keep that rate. The proposed tax rate of \$0.2045 will result in about \$16,000 in additional revenue and will help increase the CYTR. Resident and member of Boy Scout Troop Number 463, Daniel, asked how the additional revenue may be used. Town Manager Fox responded that some of the revenue could be used to study how the Town Office space is configured. To stay under the \$25,000 threshold, the upper bound of the CYTR is \$0.2075. A forecasting model was used to select a rate lower than \$0.2075.

- Committees - There was discussion and it was confirmed that the Communications Advisory Committee (CAC) funds may be used for digital signage in the post office lobby. It was agreed that the FY20 CAC budget line item and all FY20 committee budget line items are not a benchmark for future budgets.
- Public Spaces - In the budget table, Line 29.1 will be renamed "Public Spaces" as requested at the FY20 budget work session and to match the budget notes. The \$10,000 will be used to explore and fund initial scoping to improve the public spaces, it will not be used for the build out or hard costs of restoring the baseball field or installing lights on the basketball court. Some exploration work may be done at no cost, and some work may require funds. If substantial work is to take place, an RFP will be required, and the Town will pay the (contract) engineer Clark Azar to develop the RFP.
- Committees – In the budget, Line 12.4, Councilmember Paczkowski shared concern that the Diversity Circle could have a political connotation to it. Councilmember Schulp read a statement describing the purpose of the Diversity Circle from resident Sangeeta Kaul who conceived the idea. There was discussion about other community groups in Town that organize activities that require money and resources, i.e. the Film Society and the annual youth art workshop, and whether community groups should be financially supported by the Town or the community. The Council agreed to approve Line 12.4 funding of \$4,000 in the aggregate for ad hoc groups, with the stipulation that individual groups will be funded on a case-by-case basis going forward. The prior approval requirement will be noted on the budget table.
- There was a question about the public utilities revenue and what comprises this revenue line item. Mayor Kacky and Town Manager Fox will follow-up. Councilmember Schulp requested amendments to the ordinance text to change "three days prior" to "three business days prior."
- Council confirmed their agreement to increase the tax rate by \$0.0045.
- Councilmember Schulp moved to approve the introduced ordinance as amended. Councilmember Simons seconded the motion; approval was unanimous.
- The amended ordinance text, budget tables, and budget notes will be presented for adoption at the May Town Council meeting.

- *Contract Award for Street Repaving – Town Manager Fox.* The FY19 road repaving contract was recommended for award to MT Laney in the amount of \$146,300. MT Laney was selected as the lowest, responsive, responsible bidder per the requirements of the Invitation for Bid. The following streets will be repaved: Kenilworth Avenue from Strathmore Avenue to Oxford Street; Kenilworth Avenue from Rokeby Avenue to Clyde Avenue; Rokeby Avenue from Kenilworth Avenue to the dead end; Clermont Avenue from Oxford Street to the dead end; and full depth patching of miscellaneous locations. Councilmember McClintock motioned to award the contract to MT Laney for \$146,300. It was seconded by Councilmember Schulp and unanimously approved.

Town Updates

- *Safe Routes to School (SRTS) Project – Mayor Kacky.* The SRTS sealed bids were opened April 11, and the lowest bid was 32% below the Town (contract) engineer's construction estimate. The five other bids were above the cost estimate. The Town is still waiting to hear from the Advisory Council on Historic Preservation regarding the Section 106 review. Once that approval is received, the Town will develop a concurrence in award package for the State's review. Resident Alison Pearce asked about the language "most" responsive and responsible bidder, and discussion followed. The SRTS contract will be awarded based on the requirements in the Invitation for Bid.
- *Comprehensive Arboretum Plan (CAP) and tree inventory – Councilmember McClintock.* The Arboretum Committee received the final version of Part I of the CAP, and is waiting to receive Part II, the procedural portion. Councilmember McClintock will continue to report on progress as there will be iterative CAP drafts. A question was asked about the timing of the Spring tree walk, and Councilmember McClintock will follow-up with a date and time.
- *Town Hall Renovation Planning – Councilmember Paczkowski.* The timeframe for the next session will be in the Fall, and will include diagrams, the cost magnitude, and multiple options.
- *Historic Preservation Committee - Councilmember Paczkowski.* The Historic Preservation Committee will host the mid-century modern home tour on May 4, from 12-4 pm, with a reception following the tour. Tickets are available, and there is more information posted on the website. The tour will include homes on Weymouth, Oxford, and Clermont. [Text corrected at 5/13/19 Town Council meeting]
- *Archives Committee – Councilmember Schulp.* There is currently no chair of the Archives Committee, as the Chair resigned. The Town is also trying to hire a new (contract) Archivist. A job description will be posted this week. Councilmember Schulp and the Archives Committee may post an announcement to ask for more Archives Committee volunteers.
- *Traffic and Parking – Councilmember Schulp.* There was discussion between Mayor Kacky and Councilmember Schulp that because the ground has thawed, new signs can now be installed. Councilmember Schulp will send a note to the Town Office with specific sign requests.
- *Strathmore Hill pedestrian warning light – Town Manager Fox* reported that Councilmember Wegner sent a follow-up email to SHA about the request for the pedestrian warning light at Strathmore and Keswick. Councilmember Paczkowski reported that SHA removed the separate sign post and moved the sign notifying drivers there is a pedestrian crossing in 150 feet to the existing lamppost, as requested.
- *As-Built Drawings - Mayor Kacky.* The Town Office now has water and sewer as-built drawings for the whole Town from the WSSC, which will enable the Town to see the original underlying water and sewer infrastructure. We have one study from the Town (contract) engineer for the Kenilworth-Rokeby area, and are waiting for a study on

Clermont-Montrose. Once the Town Office has received both studies, they will be sent with the as-built drawings to the Stormwater Task Force and abutting neighbors.

Town Manager's Report

- Town Manager Fox reported that the March Revenues, Operations, and Capital Budgets are at expected levels. The Monthly Manager's Report was reviewed. There are two new building permits that were issued since the last Town Council meeting. Town volunteers, including the election judges and poll workers, were thanked. There are several maintenance and Town Office IT improvements that are happening or will happen soon. Residents were reminded to write "Garrett Park" on the State income tax form in the box labeled "City, Town or Taxing Area." The Town Office will also submit a list of Town addresses to the State to assist in this process.

Adjournment: Mayor Kacky adjourned the meeting at 8:48 PM.



Respectfully submitted,

Andrea Fox

Andrea Fox, Clerk-Treasurer